

SAINT LOUIS COUNTY

# **Recorder's Online User Guide**

St. Louis County Recorder
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# WELCOME TO THE LAND RECORDS INQUIRY SYSTEM

The address is: <a href="https://apps.stlouiscountymn.gov/webrecorder/">https://apps.stlouiscountymn.gov/webrecorder/</a>

You may wish to bookmark this address as it is not available on the St. Louis County website.

IMPORTANT MESSAGE: This application <u>cannot</u> be run in compatibility mode as it will not appear properly. Check this setting by choosing Tools in the Menu Bar and viewing the Compatibility View Settings. Please remove stlouiscountymn.gov from the websites added to Compatibility View if listed in the list of websites added. Also uncheck the two boxes below regarding the view of intranet, internet sites in Compatibility View. You are all set to begin.

Please contact the St. Louis County Recorder's Office with any issues or questions at the phone number or email address listed on the cover page.

Information to the Recorder's Land Records Inquiry System is updated at real time.

Press Continue to access the Recorder's Land Records System.



Log in to the Recorder's Land Inquiry System by entering your Login name and password.

Press Login button or ALT(L) to continue. Be sure to allow pop-ups from this site.

The session will expire if inactive for 20 minutes after which you will need to login again.

# ABSTRACT/TORRENS INQUIRY SYSTEM

Certification dates for the Abstract and the Torrens Departments may be found on this screen.

The Document numbers of the recorded document images available for viewing are also listed on this screen.

# **ABSTRACT INQUIRY SELECTIONS**

Abstract information may be viewed by clicking on one of the two tabs in the Abstract Inquiry Selections box.

# Abstract Inquiry Selections Certification Date: 2/23/2017 Documents Imaged from: 1 thru: 1304714 (A)bstract Filing Requests (AFR) Tract (I)ndex

\*\*\*\*\*\*\*

Click on (A)bstract Filing Requests (AFR) tab or ALT(A) to view Abstract Filing Request information.

(A)bstract Filing Requests (AFR)

Information in this section can be retrieved for the dates July 1, 1990, through the present date.

The dates searched can be shortened.

Hold the mouse pointer over a text box for special instructions.

Limitless searches may also be requested by checking this box.

Perform Limitless Search  $\Box$ 

Information may be retrieved on this screen by AFR number or range of AFR numbers.

AFR Thru:	
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Information may be retrieved by Grantor, Grantee or Cross Reference Name. Do not use punctuation in your search. Enter last name first or business name.

Start Date: 07	7/01/1990 <b>Thru:</b> 02/28/2017
Grantor Name:	Exact LAST Name Search
Grantee Name:	
Cross Ref. Name:	

Information may be retrieved by a Document Number or range of Document Numbers.

Enter search information. Retrieve the hit list by clicking the (S)elect button or ALT(S).

Processing your request may take several seconds.

Information entered to search will appear in **blue print** in the hit list. Click on the Column Heading to sort hit list.

The hit list will appear in hits of 20. Click the **First, Previous Page, Next Page**, **Last Page** buttons at the bottom of the list to navigate through all returned hits.

The number of **Data Records Returned** will display at the top of the hit list.

Data	Docorde	Returned	1. 11
Data	Records	Returned	

	Click on Doc No. to View, Icon to View Doc Image or Column Heading to Sort							
	AFR#	Log Date	Seq	Doc#	File Date	Instr Code	Stat	
	249021	01/29/2009	44	01100010	01/29/2009	QC	С	
1	249020	01/29/2009	64	01100011	01/29/2009	QC	С	
1	204136	01/29/2009	70	01100012	01/29/2009	NY	С	
	249022	01/29/2009	71	01100013	01/29/2009	QC	С	
1	213160	01/29/2009	74	01100014	01/29/2009	ET	С	
1	213163	01/29/2009	87	01100015	01/29/2009	ET	С	
1	246420	01/29/2009	88	01100016	01/30/2009	MA	С	
1	246418	01/29/2009	89	01100017	01/30/2009	МО	С	
	236779	01/29/2009	90	01100018	01/30/2009	PA	С	
	236779	01/29/2009	91	01100019	01/30/2009	A1	С	
	236779	01/29/2009	92	01100020	01/30/2009	PA	С	

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View the recorded document image anywhere you see the image icon.

Click on the information in **blue print** to view the General Document Information and Fees details.

Click the **Don(e)** button or **ALT(E)** to return to the previous screen.

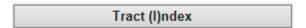
Click the (N)ext Document button or ALT(N) to view the next document on the selected AFR.

Click the **(P)revious Document** button or **ALT(P)** to view the previous document on the selected AFR.

Click the (C)lear Selection button or ALT(C) to clear search information entered.

Click the (M)ain Menu or ALT(M) button to return to the main menu.

Click on the **Tract** (**I**)**ndex** tab or **ALT**(**I**) to view recorded Abstract document information.



Information in this section can be retrieved for the dates January 1, 1987 through the current certification date. Certification date can be found at the top of this screen in blue.

# Abstract Tract Index Inquiry System Certified Through 2/24/2017

Hold the mouse pointer over a text box for special instructions.

Searches may be conducted for a specific Instrument Code or left blank to retrieve all document types.

Instrument Code: ? Blank for All

The Instrument Code may be located by clicking the **Question Mark**.

Enter the key name of the code you are looking for.

Click **OK** to search or **Clear** to remove information entered.



Or navigate through the list of codes by clicking the **First Page**, **Previous Page**, **Next Page**, **Last Page** buttons at the bottom of the display.

## Instrument Selection Screen Select an Instrument Code from the List below Instr Code Desc Instr Code **AFFIDAVIT** Α1 AGREEMENT A2 AMEND. FINANCE STATEMENT A7 AMEND/EXTEND CONTRACT AX A3 AMENDMENT AMENDMENT HOSPITAL LIEN H7 AMENDMENT--VITALS Α APPLICATION ΑO APPOINTMENT ΑP ARTICLES OF INC/AMEND ARTICLES ΑI ASSESSMENT AGRMT./NOTICE A4 ASSGN C/D & WD AW ASSGT CONTRACT/QUIT CLAIM DEED AQ ASSGT. CONTRACT FOR DEED AD ASSGT. FINANCE STATEMENT Α8 First Page Prev Page Next Page Last Page Select Cancel Selection

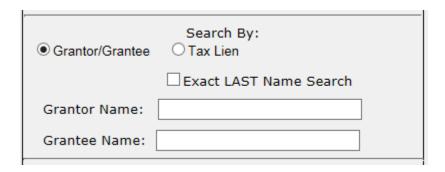
Highlight the Instrument Code needed and click **Select** or **Cancel Selection** to return to Tract Index Inquiry screen.

Recorded document information can be retrieved by **Document Number**, **Cross Reference Number or Tax Lien Number**.

● Document #	O Cross Reference #	○ Tax Lien #
Enter Number:	Thru:	

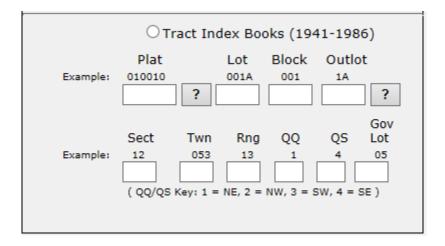
Recorded document information can be retrieved by **Grantor/Grantee and Tax Lien Name Searches**.

Names must be entered last name first



Real Estate documents may be searched using the Platted or metes and bounds legal description.

Follow the examples above the legal description text boxes when entering legal description for searches.



The Plat code number can be located by clicking the **Question Mark** next to the plat code field.

This will bring up a Plat Search Input Screen.

Enter the key name of the plat you are looking for and click the **Search** button to retrieve a hit list of plat names similar to the key name entered.



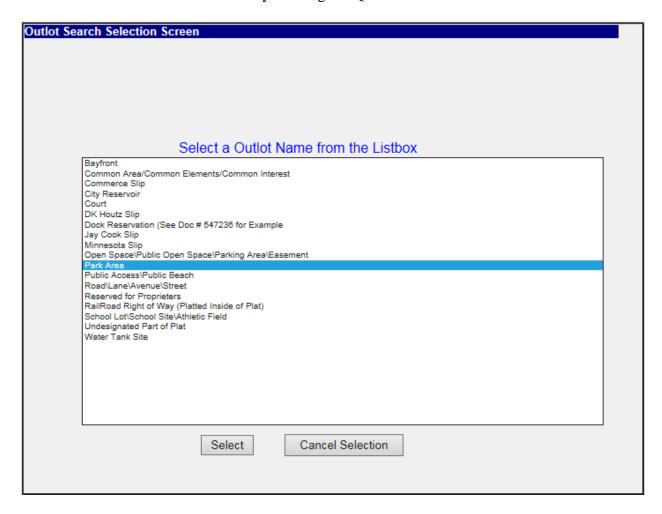
Press the **Cancel** button to clear your search and enter new key name.

Or leave blank and search all plats by using the **First Page**, **Previous Page**, **Next Page**, **Last Page** buttons at the bottom of the display.

Click **Select** button to choose the plat name you wish to search or click **Exit** button to return to the **Tract Index Inquiry** screen.



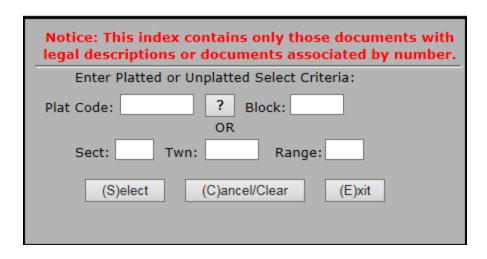
The Outlot code can also be located by clicking the Question Mark next to the Outlot field.



Choose the Outlot code needed for the legal description and click **Select** button or click **Cancel Selection** button to return to the **Tract Index Inquiry** screen.

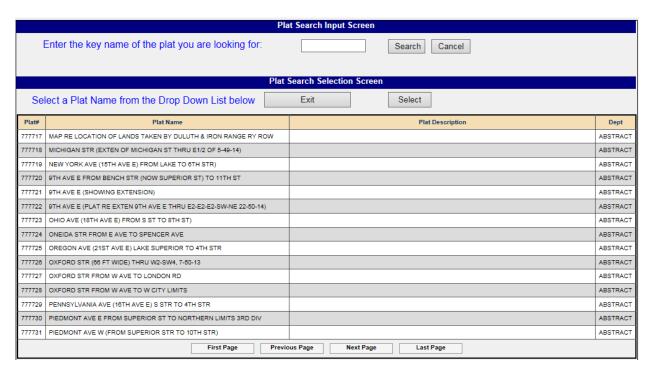
To search legal descriptions for the years 1941 through 1986, click the radial button to bring up the search engine.

O Tract Index Books (1941-1986)



The Plat Code number can be located by clicking the **Question Mark** next to the Plat Code field.

This will bring up a Plat Search Input Screen.



Enter the key name of the plat you are looking for and click the **Search** button to retrieve a hit list of plat names similar to the key name entered.

Press the **Cancel** button to clear your search and enter new key name.

Or leave blank and search all plats by using the **First Page**, **Previous Page**, **Next Page**, **Last Page** buttons at the bottom of the display.

When the Plat Code field is populated, enter Block number if desired.

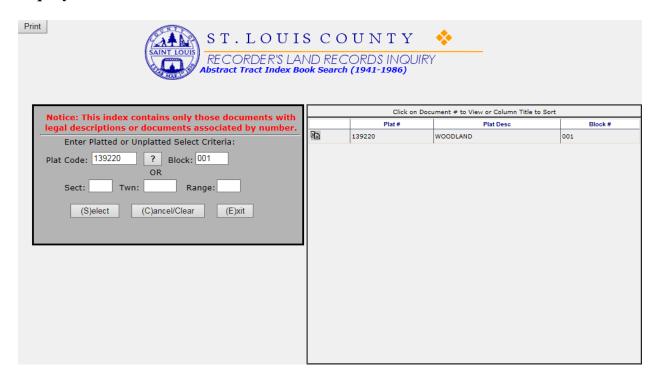
Click **Select** or **ALT(S)** button to retrieve hit list.

Click the image icon to view the tract index images for the plat or click **Exit** or **ALT(E)** button to return to the **Tract Index Inquiry** screen.

To search metes and bounds legal description, enter Section, Township and Range in the fields indicated.

Click **Select** or **ALT(S)** button to retrieve hit list.

Click the image icon to view the tract index images for the legal description entered or click (C)ancel/Clear or ALT(C) to clear data or Exit or ALT(E) button to return to the Tract Index Inquiry screen.



Move the mouse pointer to the bottom of the tract index image to enable the options of saving, printing, scrolling through using the arrow buttons, decreasing or enlarging the size of the image.



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Document images from number 1 to the present can be viewed in the **Tract Index Inquiry.** 

Book and page documents can be requested for purchase from the Recorder's office.

# **TORRENS INQUIRY SELECTIONS**

Torrens information may be viewed by clicking one of the three tabs in the **Torrens Inquiry Selections** box.

Torrens Inquiry Selections
This Information is Subject to Minnesota Statutes 508 Certification Date: 8/9/2017 Documents Imaged from: 1 thru: 988412
(T)orrens Filing Requests (TFR)
(C)ertificates
(N)ame Changes

\*\*\*\*\*\*\*

Click the **(T)orrens Filing Requests (TFR)** tab or **ALT(T)** to view Torrens Filing Request information.

(T)orrens Filing Requests (TFR)

Certification date can be found at the top of this screen in blue.

Torrens TFR Screen

Certified Through 08/09/2017

Information in this section can be retrieved for the dates July 1, 1990 through the current date.

The dates searched can be shortened.

Hold the mouse pointer over a text box for special instructions.

Limitless searches may also be requested.

Perform Limitless Search  $\Box$ 

Information may be retrieved by TFR or range of TFR numbers.

TFR Number: Thru:
(I)nstrument Code: ? Leave blank for All
Start Date: 07/01/1990 Thru: 8/11/2017
Exact LAST Name Search Grantor Name:
Grantee Name:

Information may be retrieved by Grantor or Grantee.

Do not use punctuation in your search.

Enter last name first or business name.

Searches may be narrowed to a specific Instrument Code.

The Instrument Code may be located by clicking the **Question Mark** or **ALT(I)**.

Enter the key name or partial key name of the code you are looking for.

Click **OK** to search or **Clear** to remove information entered.



Or navigate through the list of codes by clicking the **First Page**, **Previous Page**, **Next Page**, **Last Page** buttons at the bottom of the display.

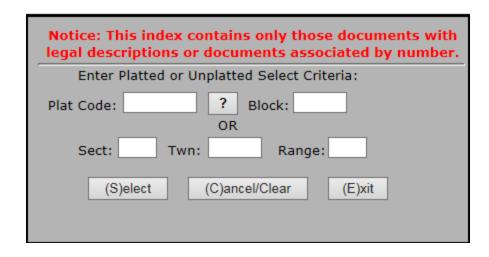
## Instrument Selection Screen Select an Instrument Code from the List below Instr Code Desc Instr Code **AFFIDAVIT** Α1 AGREEMENT A2 AMEND. FINANCE STATEMENT Α7 AMEND/EXTEND CONTRACT AX AMENDMENT A3 AMENDMENT HOSPITAL LIEN H7 AMENDMENT--VITALS Α APPLICATION ΑO APPOINTMENT AΡ ARTICLES OF INC/AMEND ARTICLES ΑI ASSESSMENT AGRMT./NOTICE A4 ASSGN C/D & WD AW ASSGT CONTRACT/QUIT CLAIM DEED ΑQ ASSGT. CONTRACT FOR DEED AD ASSGT. FINANCE STATEMENT Α8 First Page Prev Page Next Page Last Page Select Cancel Selection

Highlight the Instrument Code needed and click **Select** or **Cancel Selection** to return to **Torrens TFR** screen.

Information may be retrieved by a Document Number or range of Document Numbers. Information may be retrieved by a Cross-Reference Number or range of Cross-Reference Numbers.

O Tract Index Books (1902-1990)							
Document Number:	Thru:						
Cross Ref. #:	Thru:						

To search legal descriptions for the years 1902 through 1990, click the radial button to bring up the search engine.



The Plat Code number can be located by clicking the **Question Mark** next to the Plat Code field.

This will bring up a Plat Search Input Screen.



Enter the key name or partial key name of the plat you are looking for and click the **Search** button to retrieve a hit list of plat names similar to the key name entered.

Press the **Cancel** button to clear your search and enter new key name.

Or leave blank and search all plats by using the **First Page**, **Previous Page**, **Next Page**, **Last Page** buttons at the bottom of the display.

When the Plat Code field is populated, enter Block number if desired.

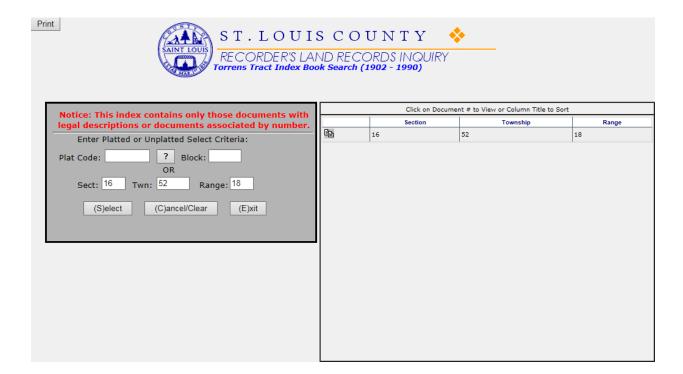
Click **Select** or **ALT(S)** button to retrieve hit list.

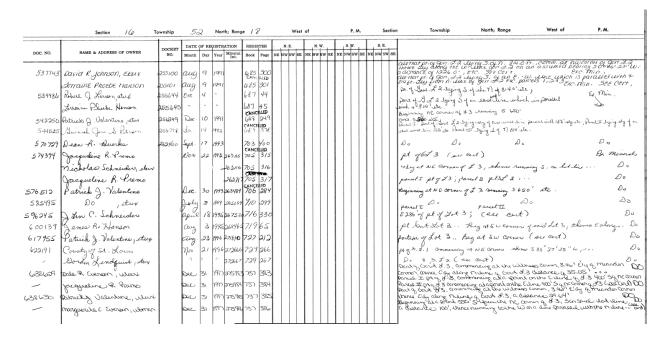
Click the image icon to view the tract index images for the plat or click **Exit** or **ALT(E)** button to return to the Tract Index Inquiry screen.

To search metes and bounds legal description, enter Section, Township and Range in the fields indicated.

Click **Select** or **ALT(S)** button to retrieve hit list.

Click the image icon to view the tract index images for the legal description entered or click Cancel/Clear or ALT(C) to clear data or Exit or ALT(E) button to return to the Tract Index Inquiry screen.





Move the mouse pointer to the bottom of the tract index image to enable the options of saving, printing, scrolling through using the arrow buttons, decreasing or enlarging the size of the image.



All documents are imaged and available for viewing by entering the document number found on the tract index page in the Document Number search field.

When search is complete click **Exit** or **ALT(E)** button to return to the **Tract Index Inquiry** screen.

Click Main Menu or ALT(M) to return to the TORRENS INQUIRY SELECTIONS.

# Click Certificates or ALT(C) to search Torrens Certificate Review Screen.

(C)ertificates
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The current Certification Date can be found on this page above the Certificate number field.



Information may be retrieved by status Live, Cancelled or All certificate numbers by choosing from the drop down the Certificate Status desired.



Searches may be performed by Certificate of Title number or range of numbers.

Certificates of Title may also be retrieved by Book and Page number. The last book and page number used was Book 740 page 400 or Certificate of Title 277200.

Searches may be performed by Certificate of Title Owner name.

** Electronic Certificate Owners Name Search ** Note: Owners Names on Electronic Certificates Appear Exactly as Transfer Documents Dictate					
Exact LAST Name Search					
Last Name:					
First Name:					
Corporate, Trust Etc. Names:					

Search by using a variety of spellings and punctuation.

Certificates of Title may be located by Platted or metes and bounds legal descriptions.

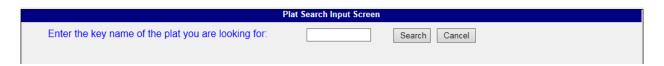
Follow the examples above the legal description text boxes when entering legal description for searches.



For Platted Inquiries, the Plat code number can be located by clicking the **Question Mark** next to the plat code field.

This will bring up a Plat Search Input Screen.

Enter the key name or partial key name of the plat you are looking for and click the **Search** button to retrieve a hit list of plat names similar to the key name entered.



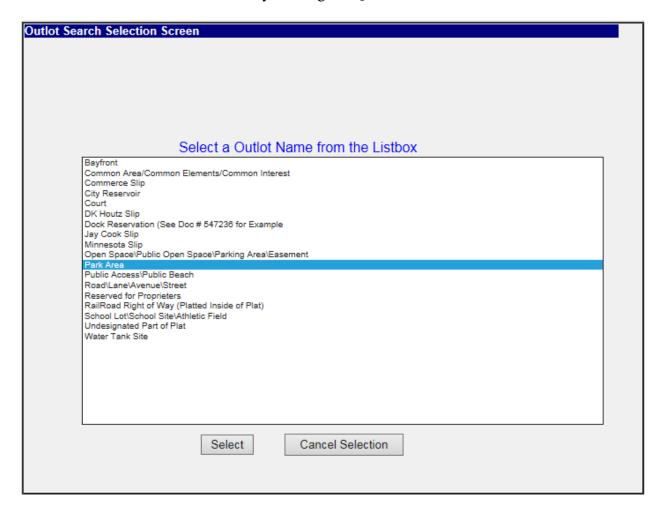
Press the **Cancel** button to clear your search and enter new key name.

Or leave blank and search all plats by using the **First Page**, **Previous Page**, **Next Page**, **Last Page** buttons at the bottom of the display.

Click **Select** button to choose the plat name you wish to search or click **Exit** button to return to the Tract Index Inquiry screen.



The Outlot code can also be located by clicking the Question Mark next to the Outlot field.



Choose the Outlot code needed for the legal description and click **Select** button or click **Cancel Selection** button to return to the **Tract Index Inquiry** screen.

For Unplatted Inquiries, enter section, township, range and quarter/quarter or Government Lot as shown in the example above each field and click **Select** or **ALT(S)** to view the hit list.

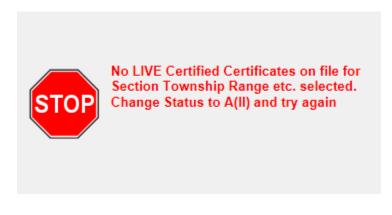


Searches may be performed by Memorial Document Number or Linc Number.

Enter the number you wish to view and click **Select** or **ALT(S)** to view the recording information, Certificate of Title or image for the document number entered.

Certificate and document information details may be retrieved by clicking on the information in **blue print** in the hit list.

If no records are found, a message similar to this will be displayed.



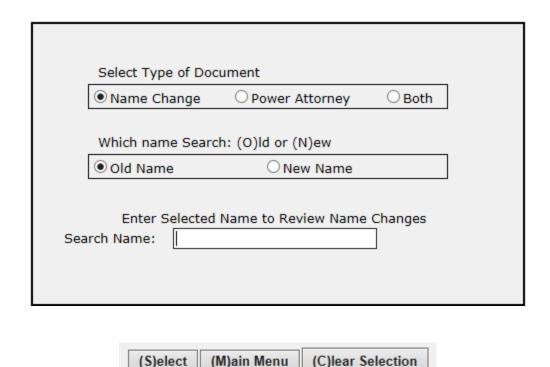
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Click the **Name Change** tab or **ALT(N)** to search for name changes and power of attorney document information.

(N)ame Changes

Information may be searched for a Name Change, Power of Attorney or Both types of documents by Old Name or New Name.

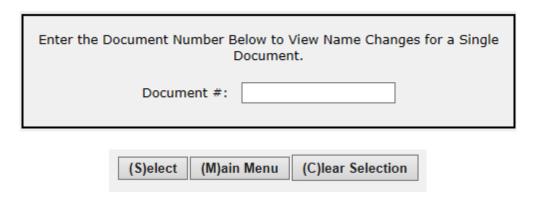
Select the Type of Document and Enter Selected Name in the search name field. Click **Select** or **ALT(S)** to view hit list of documents.



Document information details may be retrieved by clicking on the information in **blue print** in the hit list.

When search is complete click (C)lear Selection or ALT(C) to clear the search fields or (M)ain Menu or ALT(M) to return to the TORRENS INQUIRY SELECTIONS.

Searches may also be performed by **Document Number.** 



Enter Document number in the search field and Click **Select** or **ALT(S)** to view document details.

When search is complete click (C)lear Selection or ALT(C) to clear the search fields or (M)ain Menu or ALT(M) to return to the TORRENS INQUIRY SELECTIONS.

**Additional Search Options** can be found on the main page of the **Abstract/Torrens Inquiry System.** 

B(o)ok Codes	In(s)trument Codes	(P)lat Codes	D(e)posit Accounts

To view **Abstract Book Codes** click B(o)ok **Codes** or ALT(o) to view the list of possible Book Code selections.

Press Exit when viewing is complete.

Abstract Book Codes-X
Use four(4) digits for the Book, one (1) character for the Alpha BookCode (see below) and three (3) digits for the Page number. (ie. 0239A699)
Book Codes
A = Assignments
B = Bonds
C = Condemnations
D = Deeds
F = Forteited Tax Sale Certificates
G = Agreement
L = Lien Record Books (see Doc # 608575)
M = Mortgages
N = Appointments
P = Plats
R = Discharges
S = Miscellaneous
T = Patents
W = Power of Attorney
X = Federal Tax Liens

Exit

To view **Instrument Codes** click **In(s)trument Codes or ALT(s)** to search and view possible Instrument Codes.

To search for a particular instrument code, enter the key name or partial key name of the code you are looking for and click **OK** to bring up possible codes.

Click Clear to clear your search.

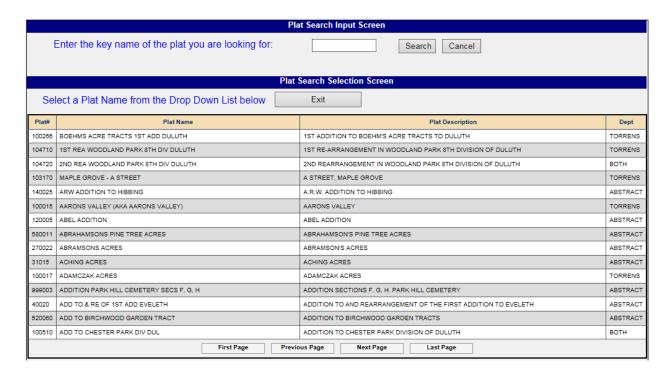
Click Exit to return to the main page of the Abstract/Torrens Inquiry System.

Instrument Code Search Input Screen								
Enter the key name of the instrument code you are looking for:  OK Clear								
Instrument Selection Screen								
Select an Instrument Code from the	List below							
Instr Code Desc	Instr Code							
AFFIDAVIT	A1							
AGREEMENT	A2							
AMEND. FINANCE STATEMENT	A7							
AMEND/EXTEND CONTRACT	AX							
AMENDMENT	A3							
AMENDMENT HOSPITAL LIEN	H7							
AMENDMENTVITALS	A							
APPLICATION	AO							
APPOINTMENT	AP							
ARTICLES OF INC/AMEND ARTICLES	Al							
ASSESSMENT AGRMT./NOTICE	A4							
ASSGN C/D & WD	AW							
ASSGT CONTRACT/QUIT CLAIM DEED	AQ							
ASSGT. CONTRACT FOR DEED	AD							
ASSGT. FINANCE STATEMENT	A8							
First Page Prev Page Next Page Last Page								
Exit	,							

To view **Plat Codes** click (**P)lat Codes** or **ALT**(**P**) to search and view plat codes.

Enter the key name or partial key name of the plat you are looking for and click **OK** to bring up possible plat codes or search all plats by using the **First Page**, **Previous Page**, **Next Page**, **Last Page** buttons at the bottom of the display.

Click **Cancel** to clear your search. Click **Exit** to return to the main page of the **Abstract/Torrens Inquiry System.** 



To view your **Deposit Account** balance, click **D(e)posit Accounts** or **ALT(e)** to search.

Enter your Deposit Account Code and click Click **Select** or **ALT(S)** to view account information.

Enter Deposit Account Code: (S)elect (C)lear  Processing can take up to a minute so please be patient	
Enter Account Number. Press Select button to View Account Information (M)ain Menu	

Click (M)ain Menu or ALT(M) to return to the main page of the Abstract/Torrens Inquiry System.

To exit the Abstract/Torrens Inquiry System click (L)ogout or ALT(L).

(L)ogout

Please contact the St. Louis County Recorder's office at 218-726-2677 or by email <a href="mailto:slcrecorder@stlouiscountymn.gov">slcrecorder@stlouiscountymn.gov</a> with any issues.